

***Suitability Screening &
Medical Assignment
Screening***



**NAVY EFMP CONFERENCE
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Presented by.....



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Briefing Objectives

Provide an overview and understanding of policy, procedures and responsibilities for:

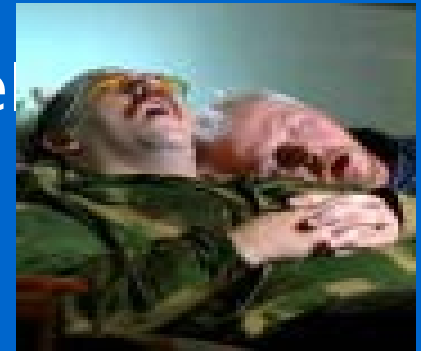
- Suitability screening for overseas, remote duty and operational assignments.
- Medical assignment screening.





Policy & Guidance

- ✓ **OPNAVINST 1300.14C**, 10 Jan 01, Suitability Screening for Overseas and Remote Duty Assignment
- ✓ **NAVPERS 15560D**, Naval Military Personnel Manual, MILPERSMAN 1300-302, 304, 306, 800 & 801
- ✓ **BUMEDINST 1300.2A**, xx xxx 05, Suitability Screening, Medical Assignment Screening and Exceptional Family Member Program Identification & Enrollment
- ✓ **MCO P1300.8R**, Marine Corps Personnel Assignment Policy

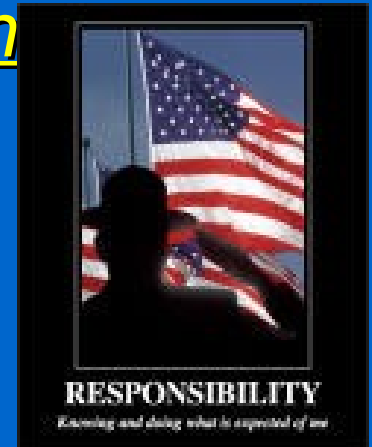


BUMEDINST 1300.2A of xx xxx 05

- ✓ Contains policy, procedures and responsibilities for:
 - ✓ Overseas, remote duty & operational suitability screening.
 - ✓ Medical assignment screening.
 - ✓ EFMP identification & enrollment.
- ✓ Prescribes screening forms:
 - ✓ NAVMED Form 1300/1 (rev. x-05)
 - ✓ NAVMED Form 1300/2 (rev. x-05)
 - ✓ NAVMED Form 1300/3 (x-05)
- ✓ Provides guidance on special education & civilian employment.

Responsibilities

- Unit commanding officer of the transferring command owns the screening process and makes the ***suitability determination***
- Military treatment facility (MTF):
 - performs medical / dental / educational screening
 - provides a ***suitability recommendation*** to the transferring command



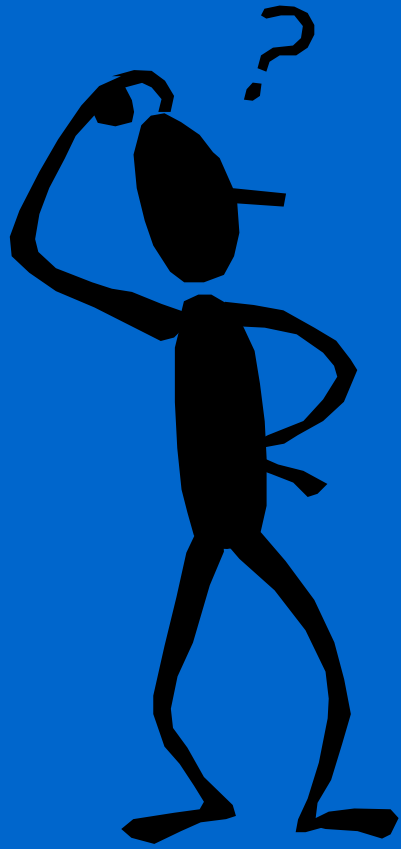
BUMED's Role



Per OPNAVINST 1300.14C:

- ✓ Prescribe procedures for medical, dental & educational screening --> BUMEDINST 1300.2A
- ✓ Monitor the execution of screening procedures
- ✓ Determine the cause and institute corrective action for screening deficiencies

Why Screen?



- Determine suitability for overseas, remote or operational assignments by identifying “special needs”
- Match needs to capability of local medical, dental, school & community facilities
- Decrease early returns, expenditure of funds & billet gaps
- Increase quality of life for service & family members

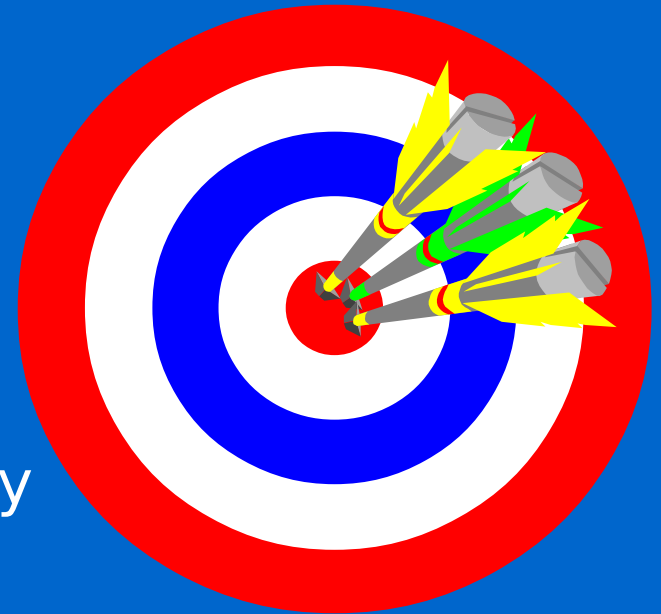
What are “Special Needs?”

- **Medical or Dental**
 - chronic condition
 - any condition requiring services beyond a primary care provider
- **Mental Health**
- **Developmental or Educational**
- **Adaptive Equipment**
- **Assistive Technology Devices or Services**
- **Wheelchair Accessibility**



The Specifics of Suitability Screening

- Screen each service/family member as a specific individual for a specific location at a specific time:
 - Two individuals with the same diagnosis may have different medical profiles
 - One location may be suitable but not another
 - A location may have capability at one time but not another



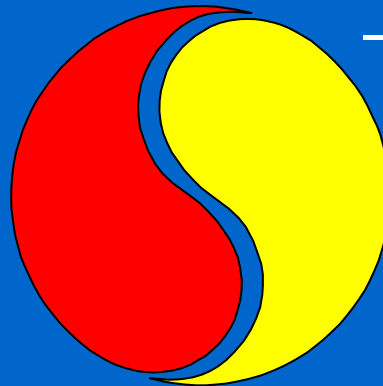
Complementary Programs

➤ **Suitability Screening Program**

- for specific location
- when orders issued
- for service/family member
- complete in 30 days

➤ **Exceptional Family Member Program**

- for all locations
- before orders issued
- for family members during routine healthcare



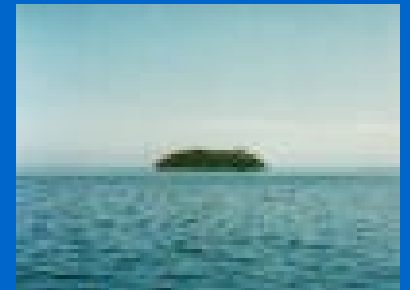
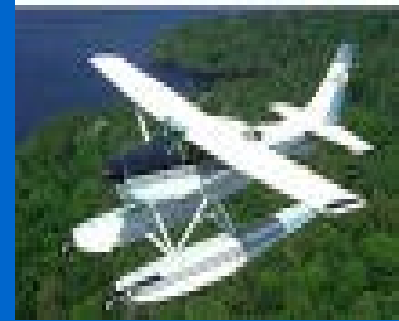
Remote Duty Assignments

- Locations within the US that require suitability screening
- Designation based on non-availability of frequently used health care within a reasonable travel time
- Reasonable travel time is two hours of one way surface travel



Current Remote Duty Locations

- Alaska - Kodiak
- Florida - Key West
- Hawaii - Barking Sands
- Nevada - Fallon
- West Virginia - Sugar Grove
- California - Bridgeport, San Clemente Island, San Nicolas Island



Family Members

- Family members require screening when:
 - Orders authorize an accompanied tour
 - Service member is serving an unaccompanied tour of 24 months or more
 - Joining a service member already at an overseas or remote duty assignment
- DEERS enrollment required for each family member



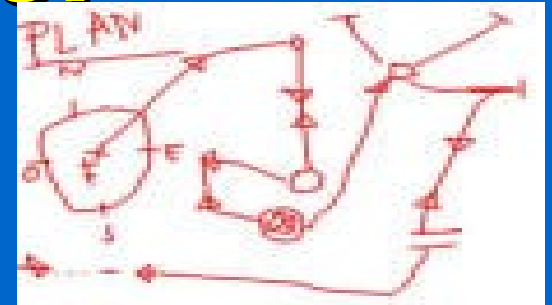
Civilian Employees

- Selected for positions based on job requirements & merit factors (Title 5, USC)
- HRO “owns” employee and is required to:
 - Arrange for a pre-employment physical
 - Query employee / family members for special needs
 - Coordinate with cognizant HRO/CPO, MTF, EDIS & DoDDS, as required
 - Provide comprehensive information to employee in order to make an informed choice
- Information is advisory - cannot deny employee the position nor deny family member travel
- Civilian employees & family members do not enroll in EFMP



Suitability Screening Coordinator

- Designated by MTF commander
- Coordinates suitability screening process
- Performs paperwork review / preliminary screening
- Refers to MTF healthcare providers for medical & dental screening
- Forwards suitability inquiry to gaining MTF
- Provides recommendation to transferring command
- As required, coordinates with NAVPERS, PSD, HRO, etc.



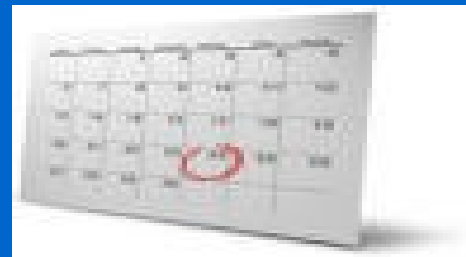
Suitability Screening Process

- ✓ SM receives orders - 30 day clock begins
- ✓ Transferring command or PSD schedules
SM / FM for medical / dental / educational screening
- ✓ Transferring command concurrently conducts a “command review”
- ✓ SSC reviews paperwork, performs preliminary screening & completes NAVMED 1300/2
- ✓ MTF healthcare providers conduct screening & examinations as required & complete NAVMED 1300/1 Part I (medical) & II (dental)



Suitability Screening Process ***(continued)***

- ✓ If a special need is identified, SSC forwards suitability inquiry to gaining MTF
- ✓ Gaining MTF assesses local resources & replies to screening MTF - 7 working days
- ✓ MTF CO / OIC provides recommendation to transferring command on NAVPERS 1300/16 Part II
- ✓ Transferring command makes suitability determination on NAVPERS 1300/16 Part 1 – **30 day clock ends**



Suitability Screening Forms

- ✓ **NAVMED 1300/2 (rev. x-05)**

Medical, Dental & Educational
Checklist & Worksheet



- ✓ **NAVMED 1300/1 (rev. x-05)**

Medical, Dental & Educational Suitability
Screening for Service & Family Members

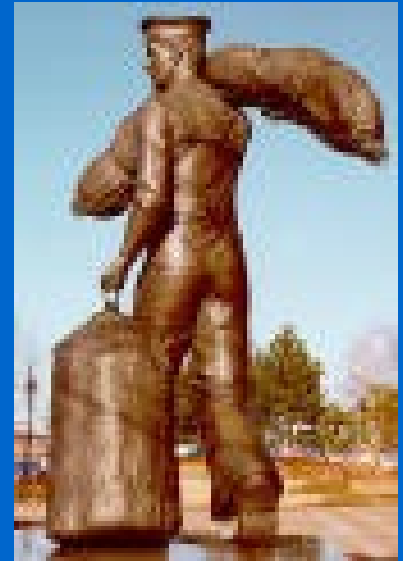
- ✓ **NAVPERS 1300/16 - Part II (2-03)**

Report of Suitability for Overseas Assignment

Suitability Screening - Required Information

For Service Members:

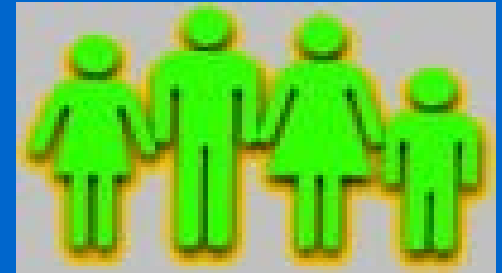
- ✓ Copy of orders
- ✓ Verification of current:
 - ✓ Routine examinations, screenings & immunizations
 - ✓ Hearing & vision examination
 - ✓ HIV, G-6-PD 7, & Sickle Cell tests
 - ✓ Blood type & DNA
- ✓ Copies of civilian medical, dental or mental health records or summaries
- ✓ Current medical history (DD Form 2807-1)



Suitability Screening - Required Information

For each Family Member:

- ✓ Demographic info for each FM
- ✓ Military health record
- ✓ Copies of civilian medical, dental or mental health records or summaries
- ✓ Current medical history (DD Form 2807-1)
- ✓ Verification of required immunizations



Suitability Screening - Required Information

For Servicewomen:

- ✓ Current annual health maintenance examination as prescribed by MANMED, Chapter 15
- ✓ Pregnancy screening (verbal inquiry)

For Female Family Members (18 years of age or older):

- ✓ Health maintenance screening tests as prescribed by U.S. Preventive Task Force Recommendations
- ✓ Pregnancy screening (verbal inquiry)



Suitability Screening - Required Information

For Infants & Toddlers receiving or eligible to receive Early Intervention Services:

- ✓ Copy of the current Individualized Family Service Plan (IFSP)
- ✓ If available, copies of developmental assessments or evaluations



Suitability Screening - Required Information

For Preschool or School-age Children receiving or eligible to receive Special Education & Related Services:

- ✓ Copy of the current Individualized Education Program (IEP)
- ✓ If available, copies of school assessments or evaluations
- ✓ DD Form 2792-1 completed by the school



Contents of Suitability Inquiries

- ✓ Service/family member ID and demographics
- ✓ **Condition:** Dx, Hx, severity, frequency, duration, cause, complications, medical summary
- ✓ **Treatment:** Tx, Rx, dates of hospitalization, specialists required, follow-up, frequency, tests, supplies, appliances
- ✓ **Support requirements:** accommodations, early intervention, special education, related services (fax IFSP or IEP), wheelchair accessibility
- ✓ **Administrative info:** EFMP enrollment, PCS date, reply due date, POC, phone, fax & e-mail information



Suitability Screening Coordinator @ Gaining MT

Special Situations

- Transfers to an intermediate duty station
- Consecutive assignments
- Family members joining service member at an overseas or remote duty assignment
- Family members screened by civilian providers or at non-Naval facilities
- Deployed service members
- Service members assigned to air facilities or field activities

Caution Flags

Suitability screening can not be completed when:

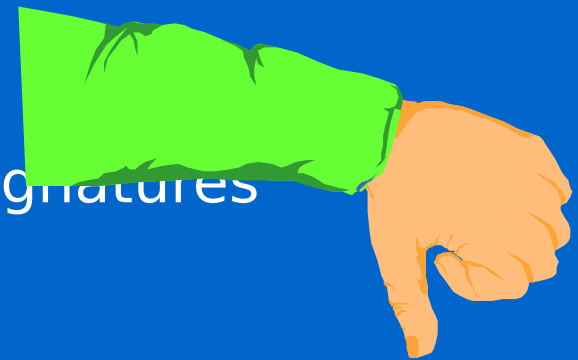
- assignment location is not know
- information is incomplete
- final condition is not known:
 - ✓ mother's condition after delivery
 - ✓ newborn's condition
 - ✓ outcome of treatment



Suitability Screening Deficiencies

To identify & correct failures in the screening process, the gaining MTF files a deficiency report when:

- ✓ Service/family members arrive without medical, dental or educational screening
- ✓ No coordination occurred with the gaining MTF although a special need was identified
- ✓ A special need was not reported by the service member prior to the transfer
- ✓ Screening records are incomplete, missing or do not contain required signatures



Improving Suitability Screening

**Not following BUMEDINST 1300.2A guidance
is the #1 problem!**

- ✓ Provide adequate training & time to do the job
- ✓ Maintain & reference regulations & guidance
- ✓ Educate local commands & PSD
- ✓ Maintain an ongoing dialog
- ✓ Develop & implement local SOPs
- ✓ Monitor & meet target dates

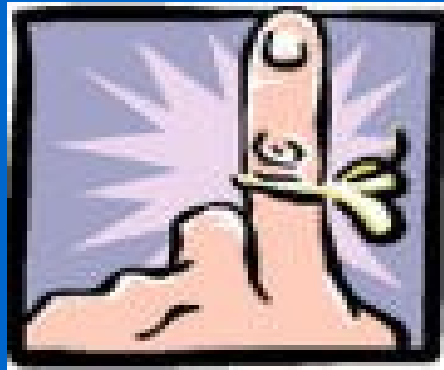


Improving Suitability Screening

- ✓ Obtain civilian health records
- ✓ Provide adequate information to gaining MTF
- ✓ Only designees sign-off screening paperwork
- ✓ Place completed forms in health record
- ✓ Retain copies for audit trail
- ✓ File deficiency reports to correct problems



Remember...



- Suitability Screening is an administrative process normally involving record reviews & in-person interviews.
- Suitability Screening is not a medical procedure.

The Goal of Screening is...

**...to get people to
the right places
on time all of
the time !**



Medical Assignment Screening

- Some members found eligible for “**medically unrestricted duty**” following a period of TLD or “**fit for continued Naval service**” by the PEB receive orders to an overseas or operational assignment & then fail suitability screening.
- Such findings **do not** imply suitability for overseas or operational assignments.
- Medical Assignment Screening identifies ongoing medical conditions that may limit a member’s ability to be worldwide assignable.



Medical Assignment Screening - Criteria

Navy service members will undergo medical assignment screening before availability for orders of any kind immediately after:

- ✓ A finding of “fit for medically unrestricted duty” following a period of TLD.
- ✓ A finding of “fit for continued Naval service” by the PEB.
- ✓ A request from NAVPERSCOM due to an unresolved limited duty (LIMDU) situation.

Medical Assignment Screening - Parent Command Responsibilities

The **parent command** will ensure:

- ✓ The member follows the guidelines in MILPERSMAN 1300-801.
- ✓ The member is referred to a MTF for medical assignment screening.
- ✓ The member completes medical assignment screening not later than 15 days after meeting one of the qualifying conditions.
- ✓ Results of the completed medical assignment screening are forwarded & coordinated with NAVPERSCOM.

Medical Assignment Screening - MTF Responsibilities

The military physician, nurse practitioner, physician assistant or independent duty corpsman conducting medical assignment screening will:

- Review all medical records & pertinent information regarding the member's medical condition & limitations.
- Complete **NAVMED 1300/3, Medical Assignment Screening**, & support all "yes" answers with thorough & specific information to include:
 - Reason/diagnosis for any medical evaluation boards.
 - ICD-9 code(s).
 - PEB findings (if applicable).
 - Limiting conditions, prognosis, timeline for improvement & other pertinent information.

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Medical Assignment Screening - Determination

Upon completion of Medical Assignment Screening, the military healthcare provider conducting the screening will determine if the member is:

“Worldwide assignable without limitations”

or

“Assignment limited”

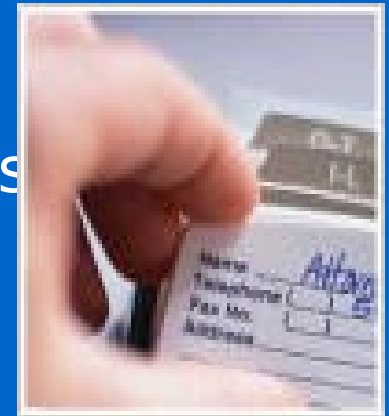
Medical Assignment Screening - Final Disposition

- MTF forwards completed NAVMED 1300/3 to parent command.
- Parent command, in coordination with PSD, forwards form to NAVPERSCOM.
- Based on the determination, NAVPERSCOM will:
 - ☐ locate an overseas or operational billet with required medical support
 - ☐ keep the member permanently in CONUS
 - ☐ process for administrative separation

Note: New medical officer billet established at NAVPERSCOM (PERS-4821)

Contacting Coordinators

- Hard copy list of MTF coordinators no longer maintained
- Access coordinator info via PAD Homepage
(NMO log-on required):
<http://navymedicine.med.navy.mil/pad/>
- MTF responsibility to ensure current:
 - ✓ SS, MAS, LIMDU, EFMP coordinator names
 - ✓ Commercial & DSN phone numbers
 - ✓ Email & PLAD addresses



Useful Websites

- ✓ BUMEDINST 1300.2A & NAVMED Forms:
<http://navymedicine.med.navy.mil>
- ✓ Naval Military Personnel Manual:
<http://www.bupers.navy.mil/cdrom/cdrom.html>
- ✓ DD Form 2792/2792-1 (EFMP Enrollment):
<http://www.dtic/whs/directives/informgt/forms/formsprogram.htm>
- ✓ DoD Military Homefront:
<http://www.militaryhomefront.dod.mil>



Suitability/Medical Assignment Screening

➤ Questions?

➤ Comments?

➤ Amusing anecdotes?

